

Accounting Manager

Tennessee Department of Finance and Administration

Division of Accounts – TRICOR Central Accounting

Location: Nashville, Tennessee

Salary Range \$3,896-\$6,234 (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The Accounting Manager is responsible for the management of an agency accounting department. This position may include responsibility for accounts receivable, accounts payable and general ledger functions and the management of related staff. The Accounting Manager will report to the Department Controller and services TRICOR, as part of the Department of Finance and Administration centralized accounting initiative.

Duties and Responsibilities:

- Complete monthly accounting checklist items accurately and on-time each month.
- Ensure the timely and accurate payment of invoices and recording of account receivables.
- Supervise, train, and provide leadership to accounting staff members.
- Serve as a subject matter expert on accounting policies, procedures, and systems for internal business partners.
- Prepare journal entries and balance sheet reconciliations as assigned and submit to Controller for review.
- Perform detailed review of journal entries and reconciliations as assigned prior to posting.
- Participate in the monthly analytical review of financial results with agency management.
- Coordinate and complete as required all state-wide year-end closing tasks on or before established deadlines.
- Create and maintain documented accounting standard business practices and procedures as needed.
- Assist in the completion of the annual risk assessment and related corrective action plan when required.
- Effectively communicate with program management to provide value and service to TRICOR.
- Assist with special projects and develop accounting processes.

Required Education/Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

OR

Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work. Graduate coursework credit received

from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work.

Knowledge, Skills, and Abilities:

- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong knowledge of GAAP and financial internal control systems.
- Comfortable working in deadline driven environment.
- Strong analytical skills and attention to detail.
- Focused on continuous improvement and problem solving.
- Record of efficiency improvements and streamlining of processes. Advanced Microsoft Excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables required.
- Experience with PeopleSoft and Sage is preferred but not required.
- Cost Accounting experience is preferred but not required.

Note: A transcript is required for a proper evaluation for this class.

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Todd.Thorley@TN.gov

For more information please contact:

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